

STATE PERSONNEL BOARD CALENDAR



OCTOBER 19, 2004

SACRAMENTO, CALIFORNIA

State of California

Memorandum

DATE: October 8, 2004

TO: ALL INTERESTED PARTIES

FROM: **STATE PERSONNEL BOARD** -- Appeals Division

SUBJECT: Notice and Agenda for the October 19, 2004, meeting of the State Personnel Board.

PLEASE TAKE NOTICE that on October 19, 2004, at the offices of the State Personnel Board, located at 801 Capitol Mall, Room 150, Sacramento, California, the State Personnel Board will hold its regularly scheduled meeting. Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 W. 4th Street, Los Angeles, CA.

The attached Agenda provides a brief description of each item to be considered and lists the date and approximate time for discussion of the item.

Also noted is whether the item will be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in public sessions are open to those interested in attending. Interested members of the public who wish to address the Board on a public session item may request the opportunity to do so.

Should you wish to obtain a copy of any of the items considered in the public sessions for the October 19, 2004, meeting, please contact staff in the Secretariat's Office, State Personnel Board, 801 Capitol Mall, MS 22, Sacramento, CA 95814 or by calling (916) 653-0429 or TDD (916) 654-2360, or the Internet at:

<http://www.spb.ca.gov/calendar.htm>

Notice and Agenda
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October 8, 2004

Should you have any questions regarding this Notice and Agenda, please contact staff in the Secretariat's Office at the address or telephone numbers above.

TAMARA LACEY
Secretariat's Office

Attachment

CALIFORNIA STATE PERSONNEL BOARD MEETING¹

Public Session Location - 801 Capitol Mall
Sacramento, California, Room 150
Teleconference – 320 West 4th Street²
Los Angeles, CA, Suite 620

Closed Session Location - 801 Capitol Mall
Sacramento, California Room 141
Teleconference - 320 West 4th Street
Los Angeles, CA, Suite 620

MEETING AGENDA³

MID-MONTH MEETING AGENDA **

OCTOBER 19, 2004

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

9:00 - 9:30

1. ROLL CALL
2. REPORT OF THE EXECUTIVE OFFICER

Report of Floyd Shimomura
Executive Officer, State Personnel Board
3. REPORT OF THE CHIEF COUNSEL

¹ Sign Language Interpreter will be provided for Board Meeting upon request – contact Secretariat at (916) 653-0429, or CALNET 453-0429, TDD (916) 654-2360.

² Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 W. 4th Street, Los Angeles, CA.

³ The Agenda for the Board can be obtained at the following Internet address:
<http://www.spb.ca.gov/calendar.htm>

4. NEW BUSINESS
(Items may be raised by Board Members for scheduling and discussion at future meetings.)
5. REPORT ON LEGISLATION

CLOSED SESSION OF THE STATE PERSONNEL BOARD

9:30

6. DELIBERATION ON ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES
Deliberations on matters submitted at prior hearing, on proposed decisions, petitions for rehearing, rejected decisions, remanded decisions, submitted decisions, and other matters related to cases heard by administrative law judges of the State Personnel Board or by the Board itself. [Government Code Sections 11126 (d), and 18653 (2).]

7. PENDING LITIGATION
Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial. [Government Code Sections 11126 (e)(1), 18653.]

State Personnel Board v. Department of Personnel Administration, California Supreme Court Case No. S119498.

State Personnel Board v. California State Employees Association, California Supreme Court Case No. S122058.

Connerly v. State Personnel Board, California Supreme Court Case No. S125502.

International Union of Operating Engineers v. State Personnel Board, Public Employment Relations Board (PERB) Case No. SA-CE-1295-S.

California Attorneys, Administrative Law Judges and Hearing Officers in State Employment, v. Department of

Industrial Relations and California State Personnel Board,
Sacramento Superior Court No.: 04CS00677

Caltrans v. SPB (Torossian)

8. RECOMMENDATIONS TO THE LEGISLATURE
Deliberations on recommendations to the Legislature.
[Government Code Section 18653.]
9. RECOMMENDATIONS TO THE GOVERNOR
Deliberations on recommendations to the Governor.
[Government Code Section 18653.]

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

On Adjournment:

10. DISCUSSION OF COMING BOARD MEETING SCHEDULE
OF NOVEMBER 3, 2004, CALIFORNIA

BOARD ACTIONS

11. ADOPTION OF THE STATE PERSONNEL BOARD
SUMMARY MINUTES OF OCTOBER 5, 2004
12. ACTION ON SUBMITTED ITEMS
(See Agenda Page 21)
These items have been taken under submission by the State
Personnel Board at a prior meeting and may be before the
Board for a vote at this meeting. This list does not include
evidentiary cases, as those cases are listed separately by
category on this agenda under Evidentiary Cases.
13. EVIDENTIARY CASES
The Board Administrative Law Judges conducts
Evidentiary hearings in appeals that include, but are not
limited to, adverse actions, medical terminations, demotions,
discrimination, reasonable accommodations, and
whistleblower complaints.

A. BOARD CASES SUBMITTED

These cases have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting.

DEBRA GREENE, CASE NO. 03-0621A
Appeal from dismissal
Motor Vehicle Field Representative
Department of Motor Vehicles

MARTIN HERNANDEZ, CASE NO. 02-4449A
Appeal from demotion
Correctional Sergeant
Calipatria State prison – Imperial
Department of Corrections

CONNIE JOHNSON, CASE NO. 03-2620R
Appeal from 30-calendar-days suspension
Employment Program Representative
Employment Development Department

JACQUELYN MCCARVER, CASE NO. 03-0669A
Appeal from demotion
Correctional Sergeant
Rainbow Conservation Center – Fallbrook
Department of Corrections

DENNIS UYEDA, CASE NO. 03-2396A
Appeal from five-working-days suspension
Latent Print Analyst II
Department of Justice

GARY WHALEY, CASE NO. 03-1420A
Appeal from discrimination
Employment Program Representative
Employment Development Department

B. CASES PENDING

- Oral Arguments

These cases are on calendar to be argued at this meeting or to be considered by the Board

in closed session based on written arguments
submitted by the parties.

NONE

C. CHIEF COUNSEL RESOLUTIONS

GEORGE WOODS, CASE NO. 01-1908
Appeal from demotion
Chief Engineer I
California Institution for Women - Corona
Department of Corrections

- Court Remands
These cases have been remanded to the Board
by the court for further Board action.

NONE

- Stipulations
These stipulations have been submitted to the
Board for Board approval, pursuant to
Government Code, section 18681.

NONE

D. ADMINISTRATIVE LAW JUDGE'S (ALJ) PROPOSED
DECISIONS

- Proposed Decisions
These are ALJ proposed decisions submitted to
the Board for the first time.

JASON BETTINI, CASE NO. 04-0970 and
Mark McNabb, CASE NO. 04-1026
Appeal from 15-working-days suspensions
Officers
Department of California Highway Patrol

SCOTT BOLLINGER, CASE NO. 04-0917
Appeal from ten-percent reduction in salary for twelve
months
Correctional Counselor II (Specialist)
Sierra Conservation Center - Jamestown
Department of Corrections

JENNIFER CADY, CASE NO. 03-3390E
Appeal from denial of request for reasonable
accommodation
Deputy Attorney General IV
Department of Justice

SHARON COHEN, CASE NO. 03-3390E
Appeal from denial of request for
reasonable accommodation
Deputy Attorney General IV
Department of Justice

DON DOWLING, CASE NO. 04-1482 AND
ROGER HANSON, CASE NO. 04-1523
Appeals from dismissal
Police Officer I
Department of Developmental Services

PAUL HANSEN, CASE NO. 04-188
Appeal from dismissal
Correctional Officer
Central California Women's Facility - Chowchilla
Department of Corrections

EVA JENSEN, CASE NO. 02-0518B
Appeal for determination of salary,
benefits and interest
Registered Nurse
Department of Mental Health

MARK LOUGHLIN, CASE NO. 04-0646
Appeal from dismissal
Park Maintenance Worker I Department of Parks and
Recreation

RONALD O'BRIEN, CASE NO. 04-1296
Appeal from demotion
Senior Accounting Officer, Supervisor
Regional Accounting Office – Paso Robles
Department of Corrections

ALVARO OCHOA, CASE NO. 04-0078
Appeal from dismissal
Officer
Department of California Highway Patrol

CALVIN ROBERTS, CASE NO. 04-0951
Appeal from demotion
Lieutenant
Department of the Youth Authority

- Proposed Decisions Taken Under Submission At Prior Meeting

These are ALJ proposed decisions taken under submission at a prior Board meeting, for lack of majority vote or other reason.

NONE

- Proposed Decisions After Board Remand

NONE

- Proposed Decisions After SPB Arbitration

LISA EIDE, CASE NO. 04-1642
Appeal from five-working-days suspension
Officer
Department of California Highway Patrol

E. PETITIONS FOR REHEARING

- ALJ Proposed Decisions Adopted By The Board

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

JUDITH BISHOP, CASE NO. 03-2462E
Appeal from discrimination and
denial of reasonable accommodation
in the examination for Management Services
Technician
Department of Corrections – Sacramento
Appeal filed by respondent to be granted or
denied

JACK BRON, CASE NO. 02-3688R
Appeal from Constructive Medical Termination
Youth Correctional Officer
Department of the Youth Authority
Appeal filed by respondent to be granted or
denied

NICHOLAS KEY, CASE NO. 04-0498
Appeal from dismissal
Correctional Officer
North Kern State Prison - Delano
Department of Corrections
Appeal filed by respondent to be granted or
denied

ERIC PEACOCK, CASE NO. 02-4023
Appeal from five-percent reduction
in salary for six months
Motor Vehicle Field Representative Range C
Department of Motor Vehicles
Appeal filed by appellant to be granted or denied

- Whistleblower Notice of Findings
The Board will vote to grant or deny a petition
for rehearing filed by one or both parties,
regarding a Notice of Findings issued by the
Executive Officer under Government Code,
section 19682 et seq. and Title 2, California
Code of Regulations, section 56 et seq.

NONE

F. PENDING BOARD REVIEW

These cases are pending preparation of transcripts,
briefs, or the setting of oral argument before the Board.

ANN R. ABIERAS, CASE NO. 04-0531A
Appeal from ten-percent reduction
in salary for twelve months
Psychiatric Technician Assistant
Department of Developmental Services

DANNY BOYD, CASE NO. 03-1537A
Appeal from dismissal
Youth Correctional Officer
California Youth Authority - Chino

NICHOLAS COMAITES, CASE NO. 03-0062A
Appeal from official reprimand
Correctional Counselor II
Department of Corrections
AND

PAUL WARD, CASE NO. 03-0332A
Appeal from official reprimand
Correctional Administrator
Department of Corrections

EVELYN B. CORPUS, CASE NO. 04-0529A
Appeal from ten-percent reduction in
salary for twelve months
Psychiatric Technician Assistant
Department of Developmental Services

NESSLIN CRUZ, CASE NO. 03-1824
Appeal from ten-work-day suspension
Employment Program Representative
(Permanent Intermittent)
Employment Development Department

PRISCILA CRUZ, CASE NO. 04-0554E
Appeal from discrimination complaint
Clinical Laboratory Scientist
California Medical Facility - Vacaville
Department of Corrections

DOREATHA FLEMING, CASE NO. 03-2274
Appeal from dismissal
Motor Vehicle Field Representative
Department of Motor Vehicles

JOHN FLORES, CASE NO. 03-2588E
Appeal of retaliation
Hospital Peace Officer I
Department of Mental Health

RICHARD HARMON, CASE NO. 03-3739
Appeal from dismissal
Psychiatric Technician Assistant
Department of Developmental Services

ROYCE HENSON, CASE NO. 02-3501E
Appeal from retaliation complaint
Staff Services Manager II (Supervisor)
Department of forestry and Fire Protection

HAJI JAMEEL, CASE NO. 04-0330
Appeal from dismissal
Supervising Transportation Engineer
California Public Utilities Commission

EDWARD LIMON, CASE NO. 04-0233
Appeal from dismissal
Parole Agent I
Department of the Youth Authority

LEIJANE OGAWA, CASE NO. 03-2943A
Appeal from discrimination
Office Assistant (General)
Department of Transportation

VIRGINIA PARKER, CASE NO. 03-0325A
Appeal from demotion
Correctional Lieutenant
Ironwood State Prison – Blythe
Department of Corrections

KIM RITTENHOUSE, CASE NOS. 03-3541A & 03-3542A
Appeal from denial of reasonable accommodation
And from constructive medical termination
Office Technician (General)
Department of Fish and Game

SAMUEL SWEENEY, CASE NO. 04-0794
Appeal from 20-calendar-days suspension
Correctional Officer
California Institution for Men – Chico
Department of Corrections

PEARLIE BLEDSOE-TOWNES, CASE NO. 03-2966A
Appeal from denial of request for reasonable
Accommodation
Correctional Sergeant
Central California Women's Facility – Chowchilla
Department of Corrections

14. RESOLUTION EXTENDING TIME UNDER GOVERNMENT
CODE SECTION 18671.1 EXTENSION
(See Agenda Page 23)

15. NON-EVIDENTIARY CASES

A. WITHHOLD APPEALS

Cases heard by a Staff Hearing Officer, a managerial
staff member of the State Personnel Board or
investigated by Appeals Division staff. The Board will
be presented recommendations by a Staff Hearing
Officer or Appeals Division staff for final decision on
each appeal.

WITHHOLD FROM CERTIFICATION
CASES HEARD BY A STAFF HEARING OFFICER

EARL BANNER, CASE NO. 03-2291
Classification: Cadet
Department: California Highway Patrol

VINCENT CHO, CASE NO. 03-3615
Classification: Cadet
Department: California Highway Patrol

WITHHOLD FROM CERTIFICATION
CASES NOT HEARD BY A STAFF HEARING OFFICER

LINDA CADANO, CASE NO. 03-3665
Classification: Correctional Officer
Department: Corrections

NELSON CHAVEZ, CASE NO. 03-2914
Classification: Correctional Officer
Department: Corrections

EDWARD CROAKER, CASE NO. 03-2561

Classification: Correctional Officer

Department: Corrections

THOMAS DARBY, CASE NO. 03-2920

Classification: Correctional Officer

Department: Corrections

RICHARD DELGADO, CASE NO. 03-3637

Classification: Correctional Officer

Department: Corrections

MANUEL DE SANTIAGO, CASE NO. 03-3395

Classification: Cadet

Department: California Highway Patrol

EDWARD DUDLEY-ROBEY, CASE NO. 03-2918

Classification: Medical Technical Assistant

Department: Corrections

RICHARD FIGUEROA, CASE NO. 03-3653

Classification: Correctional Officer

Department: Corrections

MATHEW FOSDICK, CASE NO. 03-3559

Classification: Cadet, CHP

Department: California Highway Patrol

ASHLEY GATES, CASE NO. 03-3790

Classification: Public Safety Dispatcher III

Department: California Highway Patrol

GARY HACKER, CASE NO. 03-3479

Classification: Hospital Police Officer (HPO)

Department: Mental Health

DAVID HART, CASE NO. 03-2933

Classification: Medical Technician Assistant

Department: Corrections

ALVIE HERNANDEZ, CASE NO. 03-2308

Classification: Correctional Officer

Department: Corrections

KEN HOLMES, CASE NO. 03-2765
Classification: Correctional Officer
Department: Corrections

DEVON JACKSON, CASE NO. 03-2932
Classification: Correctional Officer
Department: Corrections

VINCENT KEZMAN, CASE NO. 03-3774
Classification: Correctional Officer
Department: Corrections

EUGEN KUNSTMANN, CASE NO. 03-2926
Classification: Correctional Officer
Department: Corrections

ANDY LAM, CASE NO. 03-2682
Classification: Correctional Officer
Department: Corrections

STACEY LEE, CASE NO. 03-3551
Classification: Correctional Officer
Department: Corrections

LYNN LENELL, CASE NOS. 03-1524 AND 03-1525
Classification: Fire Apparatus Engineer
Department: State Personnel Board and
Department of Forestry and Fire Protection

JULIE LOPEZ, CASE NO. 03-3538
Classification: Correctional Officer
Department: California Department of Corrections

BOBBY LYLES, CASE NO. 03-2767
Classification: Correctional Officer
Department: Corrections

MICHAEL MARTIN, CASE NO. 03-3539
Classification: Correctional Officer
Department: Corrections

RICHARD MCCUEN, CASE NO. 03-3426
Classification: Correctional Officer
Department: Corrections

DANAMARIE MYERS, CASE NO. 03-3437
Classification: Medical Technical Assistant (MTA)
Department: Corrections

GREGORY NEWFIELD, CASE NO. 03-2931
Classification: CHP, Cadet
Department: California Highway Patrol

CODY OVIATT, CASE NO. 03-2939
Classification: Correctional Officer
Department: Corrections

ANTHONY PARHAM, CASE NO. 03-3054
Classification: Correctional Officer
Department: Corrections

ALEJANDRO QUEZADA, CASE NO. 03-2737
Classification: Correctional Officer
Department: Corrections

MIGUEL SERRATO, CASE NO. 03-2210
Classification: Youth Correctional Officer
Department: Youth Authority

ANEESAH SHELBOURNE, CASE NO. 03-2738
Classification: Correctional Officer
Department: Corrections

RICHARD STEFFEY, CASE NO. 03-2736
Classification: Correctional Officer
Department: Corrections

CHARLES THOMAS, 03-2610
Classification: Correctional Officer
Department: Corrections

NATASHA THOMPSON, CASE NO. 03-2981
Classification: Correctional Officer
Department: Corrections

JAMAL TUCKER, CASE NO. 03-2418
Classification: Correctional Officer
Department: Corrections

EDWIN TURNER, CASE NO. 03-2980
Classification: Youth Correctional Officer
Department: California Youth Authority

JAMES WEBB, CASE NO. 03-2213
Classification: Correctional Officer
Department: Corrections

TERRANCE WRIGHT, CASE NO. 03-3522
Classification: Correctional Officer
Department: Corrections

B. MEDICAL AND PSYCHOLOGICAL SCREENING
APPEALS - NONE

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

C. EXAMINATION APPEALS - NONE
MINIMUM QUALIFICATIONS - NONE
MERIT ISSUE COMPLAINTS - NONE

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

D. RULE 212 OUT-OF-CLASS APPEALS - NONE
VOIDED APPOINTMENT APPEALS - NONE
RULE 211 APPEALS - NONE

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

- E. REQUEST TO FILE CHARGES CASES - NONE
PETITIONS FOR REHEARING CASES - NONE
Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.
- F. PSYCHOLOGICAL SCREENING CASES
Cases reviewed by Appeals Division staff, but no hearing was held. It is anticipated that the Board will act on these proposals without a hearing.

PAUL GONZALES, CASE NO. 04-1365

Classification: Correctional Officer

Department: Corrections

DARREN MCDOWELL, CASE NO. 04-2074

Classification: Youth Correctional Officer

Department: Youth Authority

NICHOLAS VARNES, CASE NO. 04-1228

Classification: Correctional Officer

Department: Corrections

PRISCILLA WHALEY, CASE NO. 04-2010

Classification: Medical Technical Assistant

Department: Corrections

EVELYN WILLIAMS, CASE NO. 04-2011

Classification: Correctional Officer

Department: Corrections

16. NON-HEARING CALENDAR

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing.

Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act

(Government Code Section 18500 et seq.) and Article VII, California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

(A) INVESTMENT OFFICER, RETIREMENT
SYSTEM SERIES

The California Public Employees' Retirement System proposes the following re-title of, and revision to, the classes within the Investment Officer, Retirement System class series: establishment of a new class entitled Investment Officer III, Public Employees' Retirement System with a 12-month probationary period; consolidation of the Assistant Investment Officer, Retirement Systems, the Investment Officer I, Retirement Systems and the Mortgage Investment Specialist I classes into one deep class; reallocation of incumbents in the Assistant Investment Officer, Retirement Systems and Mortgage Investment Specialist I and II classes; establish Alternative Range Criteria 442; abolishment of the Assistant Investment Officer, Retirement Systems, and the Mortgage Investment Specialist I and II, and Mortgage Investment Officer classes; establishment of a Footnote 24 in the Principal Investment Officer classification; and change in the probationary period from six months to 12-months for the classes entitled Investment Officer I and II, Public Employees' Retirement System.

17. STAFF CALENDAR ITEMS FOR BOARD INFORMATION

Staff has approved the following:

- (A) The California Department of Forestry and Fire Protection requests that an employee of the Jamestown Fire Protection District be transferred into State civil service.

18. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions.

The first section lists position actions that have been proposed and are currently under consideration.

Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Personnel Resources and Innovation Division of the State Personnel Board, and the department proposing the action.

To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication.

In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and it is approved by the State Personnel Board, the action becomes effective without further action by the Board.

The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

A. REQUESTS TO ESTABLISH NEW CEA POSITIONS
CURRENTLY UNDER CONSIDERATION

(1) DEPUTY DIRECTOR, PUBLIC SAFETY AND
BUSINESS OPERATIONS

The Department of Water Resources proposes to allocate the above position to the CEA category. The Deputy Director, Public Safety and Business Operations, is the principal policymaker in all public safety and business operations issues for the Department of Water Resources.

(2) DEPUTY DIRECTOR, HIGH SPEED RAIL
AUTHORITY

The California Highway Patrol on behalf of the California High Speed Rail Authority proposes to allocate the above position to the CEA category. The Deputy Director, High Speed Rail Authority, is a technical advisor to the Authority and plays a significant role in formulating the Authority's goals, objectives and policies.

(3) DEPUTY DIRECTOR, ADMINISTRATION

The California Science Center proposes to allocate the above position to the CEA category. The Deputy Director, Administration's responsibilities include formulating and implementing the Science Center's administrative services, programs, policies and procedures.

(4) DEPUTY DIRECTOR, EXHIBIT DEVELOPMENT

The California Science Center proposes to allocate the above position to the CEA category. The Deputy Director, Exhibit Development, is responsible for establishing policy relating to the education and scientific content of all exhibit development.

B. EXECUTIVE OFFICER DECISIONS REGARDING
REQUESTS TO ESTABLISH NEW CEA POSITIONS

(1) CHIEF, COMPLIANCE OFFICER, OFFICE OF
ENTERPRISE COMPLIANCE

The California Public Employees' Retirement System's request to allocate the above position has been approved effective September 10, 2004.

(2) DIVISION CHIEF, OPERATIONS

The Department of General Services' request on behalf of the Division of State Architect has been approved effective September 10, 2004.

(3) PROGRAM MANAGER, STRATEGIC
SOURCING PROGRAM

The Department of General Services' request to allocate the above position has been approved effective September 10, 2004 for a two-year period.

(4) SENIOR ALTERNATIVE ENERGY ADVISOR

The Air Resources Board's request to allocate the above position has been approved effective September 10, 2004, for a two-year period.

19. WRITTEN STAFF REPORT FOR BOARD INFORMATION

20. PRESENTATION OF EMERGENCY ITEMS AS
NECESSARY

A D J O U R N M E N T

SUBMITTED

1. TEACHER STATE HOSPITAL (SEVERELY), ETC. Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002)
2. VOCATIONAL INSTRUCTOR (SAFETY)(VARIOUS SPECIALTIES). Departments of Mental Health and Developmental Services.
(Hearing held December 3, 2002)
3. TELEVISION SPECIALIST (SAFETY)
The Department of Corrections proposes to establish the new classification Television Specialist (Safety) by using the existing Television Specialist class specification and adding "Safety" as a parenthetical to recognize the public aspect of their job, additional language will be added to the Typical Tasks section of the class specification and a Special Physical Characteristics section will be added. (Presented to Board March 4, 2003)

NOTICE OF GOVERNMENT CODE § 18671.1 RESOLUTION

Since Government Code section 18671.1 requires that cases pending before State Personnel Board Administrative Law Judges (ALJ's) be completed within six months or no later than 90 days after submission of a case, whichever is first, absent the publication of substantial reasons for needing an additional 45 days, the Board hereby publishes its substantial reasons for the need for the 45-day extension for some of the cases now pending before it for decision.

An additional 45 days may be required in cases that require multiple days of hearings, that have been delayed by unusual circumstances, or that involve any delay generated by either party (including, but not limited to, submission of written briefs, requests for settlement conferences, continuances, discovery disputes, pre-hearing motions). In such cases, six months may be inadequate for the ALJ to hear the entire case, prepare a proposed decision containing the detailed factual and legal analysis required by law, and for the State Personnel Board to review the decision and adopt, modify or reject the proposed decision within the time limitations of the statute.

Therefore, at its next meeting, the Board will issue the attached resolution extending the time limitation by 45 days for all cases that meet the above criteria, and that have been before the Board for less than six months as of the date of the Board meeting.

GOVERNMENT CODE § 18671.1 RESOLUTION

WHEREAS, Section 18671.1 provides that, absent waiver by the appellant, the time period in which the Board must render its decision on a petition pending before it shall not exceed six months from the date the petition was filed or 90 days from the date of submission; and

WHEREAS, Section 18671.1 also provides for an extension of the time limitations by 45 additional days if the Board publishes substantial reasons for the need for the extension in its calendar prior to the conclusion of the six-month period; and

WHEREAS, the Agenda for the instant Board meeting included an item titled "Notice of Government Code § 18671.1 Resolution" which sets forth substantial reasons for utilizing that 45-day extension to extend the time to decide particular cases pending before the Board;

WHEREAS, there are currently pending before the Board cases that have required multiple days of hearing and/or that have been delayed by unusual circumstances or by acts or omissions of the parties themselves;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the time limitations set forth in Government Code section 18671.1 are hereby extended an additional 45 days for all cases that have required multiple days of hearing or that have been delayed by acts or omissions of the parties or by unusual circumstances and that have been pending before the Board for less than six months as of the date this resolution is adopted.

* * * * *



(Cal 10/19/04)

TO: Members
State Personnel Board

FROM: State Personnel Board - Legislative Office

SUBJECT: LEGISLATION

The outcome of major legislation that was tracked during the 2004 Legislation Session that impacted the Board's programs and the general administration of the State Civil Service Merit System are detailed in the attached report.

Please contact me directly should you have any questions or comments regarding this report. I can be reached at (916) 653-0453.

Sherry A. Hicks
Director of Legislation

Attachment

**STATE PERSONNEL BOARD
LEGISLATIVE TRACKING
REPORT
2003-2004 SESSION**

**Status as of
October 4, 2004**



ASSEMBLY BILLS (Tracking)

| BILL/ AUTHOR | BOARD POSITION | SUBJECT | STATUS OF BILL |
|--------------------|--------------------------|---|---------------------------------------|
| AB 79 Dutra | SIGN | AB 79 would suspend requirements for state departments and local agencies to prepare and submit various reports to the Legislature or the Governor until January 1, 2008. (This bill was amended on 3/25/04) | Location: Signed. Chapter #409 |
| AB 1825 Reyes | DEFER to DFEH | This bill would require employers with 3 or more employees to post, as specified, information concerning the illegality of sexual harassment and the remedies available to victims of sexual harassment and would require employers with 50 or more employees to provide 2 hours of training and education to all supervisory employees within one year of January 1, 2005, unless the employer has provided sexual harassment training and education to employees after January 1, 2004. | Location: Signed. Chapter #933 |
| AB 1827 Cohn | NO RECOMMEN DATION | Creates a new exception to both state and local government open meeting laws that would allow state and local government bodies to meet in closed session for the purpose of discussing a confidential final draft audit report from the Bureau of State Audits. | Location: Signed. Chapter #576 |
| AB 1933 Pacheco | NO IMPACT | This bill would, among other things, extend the time for a public agency to respond to a request for public records from 10 to 20 days. | Location: Signed. Chapter #937 |
| AB 2275 Dymally | SUPPORT | This bill would repeal those sections of the Government Code that is outdated with the inception of Proposition 209. In addition, it clarifies the responsibilities of State agencies EEO program. (Board sponsored) | Location: Vetoed. |

ASSEMBLY BILLS (Tracking)

| BILL/ AUTHOR | BOARD POSITION | SUBJECT | STATUS OF BILL |
|-------------------|--------------------------|--|--------------------------|
| AB 2314 Horton | NO RECOMMEN DATION | This bill would make the same burden of proof in discipline cases involving managerial employees, as currently exists for non-manual employees. | Location: VETOED |
| AB 2408 Yee | SIGN | This bill would require state agencies to fill "newly created" and vacant public contact positions with qualified bilingual staff, where deficiencies have been identified, unless specific criteria are met to qualify for an exemption to this provision. The State Personnel Board (SPB) would be responsible for monitoring state agencies' compliance with these new provisions as part of the biennial language survey review process. If the SPB finds that any state agency has not complied with these provisions, it may issue orders it deems necessary to enforce these provisions of the Act. The bill also requires state agencies to submit a copy of their implementation plan to specified Legislative Budget and Fiscal Committees at the same time it is submitted to the SPB on October 1 st of every even-numbered year. | Location: VETOED |
| AB 2637 | NO POSITION | This bill would enact the Reporting by California State University Employees of Improper Governmental Activities Act, and would establish procedures for the investigation and determination of whistleblower retaliation complaints filed by California State University (CSU) employees with the State Personnel Board (SPB), similar to those currently included in a provision of the California Whistleblower Protection Act (WPA) (Government Code section 8547 <i>et seq.</i>) | SPB amended out of bill. |

ASSEMBLY BILLS (Tracking)

| BILL/ AUTHOR | BOARD POSITION | SUBJECT | STATUS OF BILL |
|------------------|-------------------|--|---|
| AB 2889 Laird | NEUTRAL | This bill would make employers responsible for the acts of non-employees with respect to all forms of harassment in the workplace where the employer or its agents or supervisors knew or should have known of the conduct and failed to take immediate and appropriate corrective action. | Location: Died in Appropriations |
| AB 2900 Laird | SIGN | This bill would amend various provisions of existing laws that prohibit discrimination in employment on different bases, including race, color sex, religion, or marital status, to instead prohibit discrimination in employment on the same bases set forth in the Fair Employment and Housing Act (i.e., race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation). This bill would also make technical, non-substantive changes to those existing provisions. | Location: Signed. Chapter #788 |

SENATE BILLS (Tracking)

| BILL/ AUTHOR | BOARD POSITION | SUBJECT | STATUS OF BILL |
|------------------------------|--------------------------|---|---------------------------------------|
| SB 1342 SPEIER/ ROMERO | SIGN | Among other things, this bill would provide a mechanism for greater cooperation and less duplication of effort between the OIG and the State Personnel Board (SPB) when those entities are conducting whistleblower retaliation investigations. | Location: Signed. Chapter #733 |
| SB 1431 SPEIER | SIGN | This bill would require the Director of the Department of Corrections and the Director of the Youth Authority to: (1) provide for the development and implementation of a disciplinary matrix with offenses and associated punishments, that would apply to all employees of the respective department and would be consistent statewide; (2) adopt a code of conduct that clearly states an employee's responsibility to report employee misconduct and to cooperate in any law enforcement investigation; and (3) develop a program to ensure the protection of employees who have reported improper conduct and who need counseling and personal protection. | Location: Signed. Chapter #738 |
| SB 1819 Ashburn | NO RECOMMEN DATION | This bill would allow the disclosure of records and information, under specified conditions, of a person with developmental disabilities to a state civil service employee against whom an adverse action has been filed, when necessary for the employee to defend against the adverse action. | Location: Signed. Chapter #406 |

SENATE BILLS (Tracking)

| BILL/ AUTHOR | BOARD POSITION | SUBJECT | STATUS OF BILL |
|-------------------|--------------------------|--|--------------------------|
| SB 1892 Burton | NO RECOMMEN DATION | This bill amends existing law to provide state employee unions with prior notice of certain proposed personal services contracts between state agencies and private contractors, and an opportunity to ask the State Personnel Board (SPB) to review and approve those contracts before any state funds may be expended. | Location: Vetoed. |

STATE PERSONNEL BOARD

NON-HEARING CALENDAR

RE: BOARD CALENDAR OCTOBER 19, 2004

(Cal. 10/19/04)

MEMO TO: STATE PERSONNEL BOARD

FROM: KAREN COFFEE, Chief, Merit Employment and Technical
Resources Division

SUBJECT: Non-Hearing Calendar Items for Board Action.

Staff have evaluated these items and recommend the following action be taken:

PAGE

A. INVESTMENT OFFICER, RETIREMENT SYSTEM SERIES

201

The California Public Employees' Retirement System proposes the following re-title of, and revision to, the classes within the Investment Officer, Retirement System class series: establishment of a new class entitled Investment Officer III, Public Employees' Retirement System with a 12-month probationary period; consolidation of the Assistant Investment Officer, Retirement Systems, the Investment Officer I, Retirement Systems and the Mortgage Investment Specialist I classes into one deep class; reallocation of incumbents in the Assistant Investment Officer, Retirement Systems and Mortgage Investment Specialist I and II classes; establish Alternative Range Criteria 442; abolishment of the Assistant Investment Officer, Retirement Systems, and the Mortgage Investment Specialist I and II, and Mortgage Investment Officer classes; establishment of a Footnote 24 in the Principal Investment Officer classification; and change in the probationary period from six months to 12-months for the classes entitled Investment Officer I and II, Public Employees' Retirement System.

TO: STATE PERSONNEL BOARD

FROM: SARA HULL, Staff Personnel Program Analyst
Department of Personnel Administration

KAREN LYNCH, Staff Personnel Management Analyst
Department of Personnel Administration

REVIEWED: JOSIE FERNANDEZ, Personnel Program Manager
Department of Personnel Administration

SUBJECT:

Proposed re-title of, and revision to, the classes within the Investment Officer, Retirement System class series; establishment of a new class entitled Investment Officer III, Public Employees' Retirement System with a 12-month probationary period; consolidation of the Assistant Investment Officer, Retirement Systems, Investment Officer I, Retirement Systems and Mortgage Investment Specialist I classes into one deep class; reallocation of incumbents in the Assistant Investment Officer, Retirement Systems, and Mortgage Investment Specialist I and II classes; establish Alternate Range Criteria 442; abolishment of the Assistant Investment Officer, Retirement Systems, and Mortgage Investment Specialist I and II, and Mortgage Investment Officer classes; establishment of a Footnote 24 in the Principal Investment Officer classification; and change in the probationary period from six months to 12-month for the classes entitled Investment Officer I and II, Public Employees' Retirement System.

SUMMARY OF ISSUES:

In order to better describe the current organizational structure, the tasks performed, the minimum qualifications required for successful job performance, and the knowledge, skill and abilities by which examination candidates may be evaluated, the California Public Employees' Retirement System requests re-title of, and revision to, the classes within the Investment Officer, Retirement Systems classes, to consolidate the classes of Assistant Investment Officer, Retirement System, Mortgage Investment Specialist and Investment Officer I, Retirement Systems into a deep class with a new Alternate Range Criteria; as well as establishment of a new advanced journey level class entitled Investment Officer III; movement of employees in outdated classes into the updated class series, and abolishment of classes that no longer are part of the program's classification plan.

The proposed changes will allow for better allocation of duties performed, more job-related class descriptions, and facilitate better recruitment and examination of potential employees.

CONSULTED WITH:

Tom Pettey, Chief, Human Resources Division, Public Employees' Retirement System
Chris O'Brien, Personnel Officer, Public Employees' Retirement System
Betty Taormina, Executive Compensation Administrator, Public Employees' Retirement System
Peter Strom, Cooperative Personnel Services
Marie Powell, Cooperative Personnel Services

In accordance with the terms of the DPA/CSEA contract, the Department of Personnel Administration has notified the CSEA in writing of this proposal.

BACKGROUND AND CONSIDERATIONS:

Please see the attached proposal.

RECOMMENDATIONS:

It is recommended:

That the title of the class series Investment Officer, Retirement Systems, be changed to Investment Officer, Public Employees' Retirement System, and the proposed revised specification for the class series as shown in this calendar be adopted.

That the deep class of Investment Officer I, Public Employees' Retirement System be established; the proposed specification for the class appearing in the Investment Officer, Public Employees' Retirement System series specification shown in this calendar be adopted; and the probationary period be 12-months.

That all appointments to the class of Investment Officer I, Public Employees' Retirement System that require a probationary period and that are effective on or after October 19, 2004, shall require service of a one-year probationary period before an employee may attain permanent status in the class.

That the proposed Alternate Range Criteria 442 for the class of Investment Officer I, Public Employees' Retirement System as shown below be adopted.

That the title of the class Investment Officer II, Retirement Systems, be changed to Investment Officer II, Public Employees' Retirement System; and the proposed revised specification for the class as shown in the Investment Officer, Public Employees' Retirement System series specification as shown in this calendar be adopted.

That all appointments to the class of Investment Officer II, Public Employees' Retirement System that require a probationary period and that are effective on or after October 19, 2004, shall require service of a one-year probationary period before an employee may attain permanent status in the class.

That the class of Investment Officer III, Public Employees' Retirement System be established, the proposed specification for the class appearing in the Investment Officer, Public Employees' Retirement System series specification shown in the current calendar be adopted; and the probationary period for the class be 12-months.

That Footnote 24 be applied to the class of Principal Investment Officer, Retirement Systems to prevent further appointments to this class and to designate that it is to be abolished when it becomes vacant.

RESOLUTIONS:

WHEREAS the State Personnel Board on October 19, 2004 established the classes indicated in Column II; and the duties and responsibilities of these classes were substantially included in the previously existing classes indicated in Column I; and

WHEREAS the knowledge and abilities required for the classes indicated in Column II were substantially tested for in the examinations held for the classes listed in Column I; Therefore be it

RESOLVED, that each person with civil service status in the classes in Column I on October 19, 2004, be reallocated to, and hereby granted the same civil service status without further examination in the class in Column II.

Column I

Assistant Investment Officer,
Retirement Systems, Range A

Assistant Investment Officer,
Retirement Systems, Range B

Mortgage Investment Specialist I

Mortgage Investment Specialist II

Column II

Investment Officer I,
Public Employees' Retirement System, Range A

Investment Officer I,
Public Employees' Retirement System,
Range B

Investment Officer I,
Public Employees' Retirement System,
Range D

Investment Officer II,
Public Employees' Retirement System

RESOLVED, That any existing employment lists other than reemployment lists established for the class of Assistant Investment Officer, Retirement Systems, shall be used to certify to fill vacancies in the class of Investment Officer I, Public Employees' Retirement System until such lists are abolished, exhausted, or superseded by lists for the class of Investment Officer I, Public Employees' Retirement System, and persons on any existing reemployment lists for Assistant Investment Officer, Retirement Systems, shall also be placed on reemployment lists for the class of Investment Officer I, Public Employees' Retirement System until expiration of their eligibility on reemployment lists for the class of Assistant Investment Officer, Retirement Systems.

WHEREAS Title 2, California Code of Regulation Section 431 states "Unless otherwise provided by resolution of the board, the maximum rate of the lowest salary range currently authorized for a class is used to make salary comparison", and

WHEREAS placement in each alternate range of the class of Investment Officer I, Public Employees' Retirement System represents recognition of a higher level of knowledge, skill, ability, experience or eligibility which each appointee can acquire through experience in the class of Investment Officer I, Public Employees' Retirement System or comparable or higher level classes; and

WHEREAS as the result of a permanent appointment to each alternate range, an appointee gains status in the range to which he/she is appointed as though each range is a separate class by qualifying for placement in that range through transfer, reinstatement, demotion, or satisfying the alternate range criteria: Therefore be it

RESOLVED, that salary Ranges A, B, C and D for the class of Investment Officer I, Public Employees' Retirement System may be used individually as if each represents the salary range of a separate class to make salary comparisons for discretionary actions between the class of Investment Officer I, Public Employees' Retirement System and other classes; and be it further

RESOLVED, that for the class of Investment Officer I, Public Employees' Retirement System the maximum currently authorized for Range D of the class shall be the salary range used to make salary comparisons for mandatory actions.

RECOMMENDATIONS:

It is recommended:

That the following classes be abolished.

Assistant Investment Officer, Retirement Systems
Mortgage Investment Specialist I
Mortgage Investment Specialist II
Mortgage Investment Officer

ALTERNATE RANGE CRITERIA 442

INVESTMENT OFFICER I, PUBLIC EMPLOYEES' RETIREMENT SYSTEM

When an employee enters State service in the class of Investment Officer I, Public Employees' Retirement System, the employee shall be appointed to the appropriate range in accordance with the following criteria. When the requirements for the particular criteria are met and upon the recommendation of the appointing power, the employee shall be moved to the appropriate rate in the higher salary range in accordance with Department of Personnel Administration Rule 599.676.

Range A: This range shall apply to incumbents who do not meet the criteria for Range B, Range C or Range D.

Range B: This range shall apply to persons who have either (1) satisfactorily completed six months of service at Range A; or (2) twelve months of professional investment analysis experience for a public agency or private financial institution, insurance company, pension fund, endowment fund, investment firm, or other private corporation or entity having a major investment management program.

Range C: This range shall apply to persons who have either (1) satisfactorily completed six months of service at Range B; or (2) 18 months of professional investment analysis experience for a public agency or private financial institution, insurance company, pension fund, endowment fund, investment firm, or other private corporation or entity having a major investment management program.

Range D: This range shall apply to persons who have either (1) satisfactorily completed six months of service at Range C; or (2) 24 months of professional investment analysis experience for a public agency or private financial institution, insurance company, pension fund, endowment fund, investment firm, or other private corporation or entity having a major investment management program.

Note: An advanced degree in any of the fields cited in the Minimum Qualifications or a related field, or certification as a Charter Financial Analyst or other equivalent financial or accounting certification, such as a Certified Public Accountant, may be substituted for one year of the required experience cited in (2) for any of the above ranges.

A. Classification Proposal Concept

1. Briefly describe the objectives and responsibilities of the program in which the subject classes will be used.

The Investment Office of the California Public Employees' Retirement System (CalPERS) is responsible for development and implementation of investment methodologies and strategies that support the retirement systems of member public agencies within the State of California. The mission of the Investment Office is to ensure that the legal mandate, which requires that all assets of the public pension fund be treated as trust funds and be held for the exclusive purpose of providing benefits to system members and their beneficiaries, is upheld and investment opportunities are maximized.

Incumbents share responsibilities for the choice and accountability of investment activities within their specific program area. Individuals develop and implement investment strategies, under risk management guidelines and balanced asset criteria, through five distinct program areas: Fixed Income, Global Equities, Alternative Investments, Real Estate, and Asset Allocation/Risk Management. Investment policy, portfolio management, asset management and evaluation and monitoring of outside fund managers and investment partners are integral functions within all program areas.

2. What are the current responsibilities of the subject classes in this setting?

Current incumbents in the Investment Officer, Retirement Systems (RS), class series perform a wide variety of investment-related duties which are contained within five distinct program areas: Fixed Income, Global Income, Alternative Investments, Real Estate, and Asset Allocation/Risk Management. Each unique program area fosters a distinct set of job skills and knowledge, but fundamental functions are performed throughout all program areas. At the entry levels, incumbents learn and perform basic investment research for investment opportunities within their program area, perform analysis of the assets of various funds, assist in maintaining data banks of relevant information, and prepare various reports, as requested. At the first working level, incumbents continue to perform research and data mining tasks, but do so in more complex areas of investment opportunity. Journey level incumbents conduct moderate to complex investment analysis and research, prepare recommendations on a variety of investment activities and opportunities, and participate in the selection and oversight of external investment managers.

Based upon recent organizational restructuring and conversion of some exempt positions to civil service, some incumbents have been assigned work which has not previously been well defined within the Investment Officer, RS, class structure. This new work involves increased complexity of issues related to the investment portfolio and investment strategies, and lends itself to strong leadership, training and mentoring of subordinates in the absence of strict supervisory oversight. Some positions have been granted authority to execute real time purchasing/selling of investments, as well as assignments to participate in the development of investment strategies and internal procedures for building and meeting long term financial goals.

3. Based on your responses to Numbers 1 and 2, above, what has changed; or what has created the need for this proposal?

The classes within the Investment Officer, RS, class series have not been revised in over twenty years. During that period of time, the change to, and growth within, the CalPERs investment program has been extraordinary. Program functions which were not existent twenty years ago are now responsible for millions, or hundreds of millions, of investment dollars. The number and types of investments has grown appreciably, and the skill requirements needed to function within the financial whirlwind of daily transactions is vastly different than that needed two decades ago. The mechanisms for research and data acquisition have changed substantively, the amount of dollars impacted and controlled has increased multi-fold, the types of investment categories have

multiplied, the opportunity for corporate governance has increased, and the financial impacts of CalPERS investment upon the investment market itself have grown exponentially.

In 1990, the State Teachers' Retirement System developed its own investment-related class series, negating the need for the broader shared class series. CalPERS has recently developed its own new class series for managerial levels within its investment program and converted previously exempt positions to civil service. The department submits this proposal to update and better define its organizational and classification structures at the working levels within the investment program.

4. What is the specific classification action you are proposing, and why?

CalPERS is proposing major update and revision to the classes within the Investment Officer, RS, series classification. It is proposed to:

- a. Re-title the class series to Investment Officer, Public Employees' Retirement System, and similarly re-title each existing class.
- b. Combine Assistant Investment Officer, RS, and Investment Officer I, RS, into a new deep class entitled Investment Officer I, Public Employees' Retirement System.
- c. Revise, re-title and better describe the duties performed by incumbents in the Investment Officer II, RS, class.
- d. Establish a new advanced working and lead level class entitled Investment Officer III, Public Employees' Retirement System.
- e. Reallocate incumbents, as appropriate, and abolish the Assistant Investment Officer, RS; and Mortgage Investment Specialist I and II and Mortgage Investment Officer classes.
- f. Append Footnote 24 to the Principal Investment Officer, RS, class.
- g. Consolidate and expand the classes of Assistant Investment Officer, Retirement Systems, Investment Officer I, Retirement Systems, and Mortgage Investment Specialist I into a deep class with Ranges A through D.

Revision of the Investment Officer, RS, class series will better describe the duties performed by CalPERS employees, appropriately allocate duties performed by incumbents at all levels within the class series; and allow for greater success in recruitment and examination of prospective candidates, as well as offer greater promotional progression within the class series.

5. What other classification alternatives have you considered, and why are they not appropriate?

CalPERS is now the only department fully utilizing the Investment Officer, RS, class series, so no other classification alternatives or classification structures were considered. As the State Teachers' Retirement System has established and is utilizing its own classification series, CalPERS desires to better define the tasks performed within its own investment program, and establish a classification structure which better meets its own program needs. Due to the lengthy period of time since the subject classes have been reviewed, it is appropriate to seek to update tasks, minimum qualifications and knowledge, skill and abilities required to successfully perform the duties presently assigned.

6. Are there any salary changes or implication to this proposal? If so, what are they?

There are no major salary implications within this proposal. In order to sustain comparable salary movement within the proposed deep class, a salary range which does not currently exist is proposed so that the salary differential between Range B and Range D in the Investment Officer

I, Public Employees' Retirement System class is similar to the salary differential between other levels within this class. It is also proposed to establish the salary range of the new Investment Officer III class comparable to that of the existing Principal Investment Officer.

7. Are there any specific MQ or status issues not already discussed in this concept paper? If so, what are they?

The Minimum Qualifications for all classes have been revised to accept a broader expanse of external investment experience. Increasing the breadth of qualifying external investment experience will allow the department to recruit from a much wider candidate pool and, thus, ensure appointment of individuals with the best possible, and most applicable, work experience.

The promotional pattern for the Investment Officer I, Public Employees' Retirement System has been amended by removing the pattern which requires one year of experience in the California State service performing duties of a Management Services Technician, Range B in an investment setting and including a pattern which requires work performance in the Staff Services Analyst class. A pattern which requires completion of an internship program with at least 500 hours of investment analysis in a variety of program areas has also been included. This change will allow upward mobility for those whose professional experiences are at a higher level and will also allow for the intake of students who participate in educational programs within the department.

The Minimum Qualifications proposed for the new Investment Officer III, Public Employees' Retirement System, class are similar to those of the Principal Investment Officer, Retirement Systems. Other changes to terminology within the Minimum Qualifications of existing classes are descriptive and do not change the concept of the existing qualifications.

Current employees in the Assistant Investment Officer, RS, and a very small number of incumbents remaining in the Mortgage Investment Specialist I and II classes within the Real Estate program, will be moved by board action into the appropriate class and level. There presently is only one Principal Investment Officer, RS, allocation at CalPERS; however, there are positions allocated to this class within the State Teachers' Retirement System. In order to accommodate those positions, it is recommended that Footnote 24 be appended to this class until all incumbents have been removed; and at that time, the class be slated for abolishment.

B. Classification Considerations

BACKGROUND:

1. Provide some historical perspective about the organizational setting of the subject classes and the needs that this request addresses.

As the nation's largest public pension fund, and the third largest in the world, with assets totally \$165.8 billion, CalPERS investments span both domestic and international markets. The CalPERS Board of Administration has investment authority and sole fiduciary responsibility for the management of the System's assets. The Board accomplishes this through its Investment Committee, management, and more than 140 staff in the Investment Office who carry out the daily activities of the investment program.

The investment program's goal is to efficiently and effectively manage investments to achieve the highest possible return within an acceptable level of risk. Incumbents at all classification levels perform research, analysis, evaluation, and oversight of investment partners, consultants, external investment managers and constantly seek qualified investment opportunities within their specific investment program function.

Establishment of the Investment Officer class concept goes back to 1939. Over time, additional class levels have been added to the series, other class series such as Mortgage Investment Specialist have been utilized and various organizational structures have been put in place. Presently, it has been determined that use of a single class series for all individuals who participate in investment research, analysis, recommendation, and actual purchase/sale is the most effective way for the Investment Office to function. Over time, promotion from the Assistant Investment Officer, to Retirement System, Mortgage Investment Specialist I and finally to the Investment Officer I, Retirement Systems has virtually become automatic. Therefore, it is more feasible to consolidate the three classes into one deep class and establish an alternate range with specific criteria for incumbents to qualify for movement through each range.

Recently, high level managers with unique knowledge of specific types of investments were moved from the exempt to the civil service classification plan. Implementation of the recommendations made in the proposal will complete the review of the entire Investment Office and provide an updated, accurate and useful classification plan which appropriately describes the work being performed, and the knowledge, skill and abilities necessary to successfully perform the tasks and duties of the jobs.

CLASSIFICATION CONSIDERATIONS:

2. What classes do the subject classes report to?

Investment Officers in the Global Equities, Fixed Income, Real Estate, and Alternative Investment programs will report to either a Portfolio Manager or Senior Portfolio Manager. Investment Officers in the Asset Allocation/Risk Management program will report to an Investment Manager.

3. Will the subject classes supervise? If so, what classes?

None of the classes in this proposal will perform supervisory duties.

4. What are the specific duties of the subject classes?

Incumbents perform a variety of analytical, research, oversight, asset allocation and risk management work which revolves around the evaluation, acquisition, management and sale of investments. Within their assigned area of responsibility, incumbents gather information from a

variety of sources to maintain knowledge of investment market conditions and trends; search for value enhancing new investment opportunities; develop or assist in the development of investment strategies, policies, benchmarks and procedures; execute or assist in the execution of trades, transactions and transfers; use forecast models and complex quantitative methods to accomplish a variety of investment forecasting, valuation, risk management and tracking functions; monitor existing investments against established objectives; assist in the recruitment and selection of external investment managers; monitor external investment managers performance; evaluate and perform due diligence review of potential investment partners; negotiate and revise partnership agreements; monitor performance of investment partners; assist in the recruitment and selection of investment consultants; prepare a variety of written, statistical and financial reports; prepare and maintain investment data bases and prepare spreadsheets and other investment information; make presentations to various CalPERS investment and management groups; provide training, mentoring, project direction and work coordination for others in the program; and perform a variety other related duties.

5. What is the decision-making responsibility of the subject classes?

At the entry levels within Investment Officer I, incumbents move from strong oversight, supervision and review of work products to greater independence and acceptance of more complex work. As an Investment Officer II, incumbents work under supervisory direction on a variety of moderate to complex assignments and use their skills to make recommendations regarding a full variety of investment decisions. At this level, some incumbents may also provide lead direction to students and interns or train others within their area of expertise. At the advanced working level, Investment Officers III, work under direction to determine sales and purchase of a variety of investments, or assume significant responsibility for technical lead of subordinate staff at all levels in various and complex work functions.

6. What would be the consequence of error if incumbents in the subject classes did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)

If Investment Officers do not perform successfully, productive investment opportunities may be lost, partnership agreements may deteriorate, corporate governance issues may go unaddressed leading to the potential for business and management practices that could lead to lower investment returns, significant loss of financial capital, and inappropriate risk exposure in the respective portfolios. Also, significant data relative to potential investments may be incorrect or missing so that inappropriate recommendations may be made to management, and, most critically, CalPERS may not maintain sufficient funding to protect the fiduciary soundness of its members' retirement funds.

7. What are the analytical requirements of incumbents in the subject classes?

At all levels within the class series, incumbents must know, understand, and be able to respond to changing investment principles and practices; understand various investment types, as well as the markets and procedures for making purchases and sales; analyze and assess market trends, economic trends, business practices and business organizations; accounting, statistical, and mathematical analysis of investments, and computer applications used in investment analysis and modeling.

Incumbents must be able to gather and analyze a variety of investment, financial and statistical data and reach sound conclusions on the value and suitability of investments; apply a variety of investment analysis techniques including quantitative methodologies; understand financial statements; compile, organize, interpret and present written reports; understand portfolio construction and management, investment styles and strategies, and legal and regulatory provisions as they impact investment programs and transactions.

8. What are the purpose, type and level of contacts incumbents in the subject classes make?

Investment Officers have ongoing internal contact with peers in their area of investment function, accounting and reconciliation/settlement staff, legal staff, and others involved in the investment decision-making processes. Such contact is to ensure data collected and presented is correct and applicable, training received and provided is understood and can be incorporated into daily activities, and that recommendations meet legal and procedural requirements. Externally, incumbents may have contact with consultants, brokers and dealers, contract investment managers and their staff, media, and others interested and involved in the CalPERS investment program to provide information, oversight, evaluative feedback, and build strong business relationships to enhance the investment opportunities for all CalPERS investment programs.

NEED FOR NEW CLASS:

9. For new classes only: What existing classes were considered and why were they not appropriate?

The existing classification plan includes Principal Investment Officer, RS, which is designated managerial, but has not been utilized for a period of time. The department has recently allocated managerial duties to exempt positions, and more recently, to new civil service classes. Some concepts within the Principal level have been amended and utilized to develop the proposed Investment Officer III, PERS, class. High level investment authority, comparable to that of a Principal Investment Officer, to participate in investment decision-making will be granted to incumbents in the Investment Officer III class. Instead of full managerial authority as is described in the Principal Investment Officer class concept, Investment Officer III incumbents will participate in assignments that entail increasingly complex investment strategies and portfolio manipulations that equal or are greater in consequence of error than the administrative managerial responsibilities of the Principal level class. Incumbents will assume strong lead roles without the administrative responsibilities inherent in a managerial class and function as high level technical experts within their respective investment function.

MINIMUM QUALIFICATIONS:

10. What are the proposed or current minimum qualifications of the subject classes, and why are they appropriate? (Include inside and outside experience patterns.)

All Levels:

The requirement for possession of education equivalent to graduation from college remains for all non-California State service experience patterns in all classes.

Investment Officer I:

As the entry level to this class series, the minimum qualifications require six months of professional experience performing investment analysis or closely related work for a public agency or private financial institution, insurance company, pension fund, endowment fund, investment firm, real estate development and investment firm or other private entity having a major investment program; or completion of at least 500 hours in a student internship program performing investment analysis; or possession of a Masters Degree with major work in business administration, economics, finance, mathematics or a closely related field. Work performed within State service must be at the Staff Services Analyst, Range A level which is the same salary level as the existing class in the promotional pattern, Management Services Technician, Range B. Reduction from twelve to six months of relevant experience will not substantively impact the competitiveness of candidates, but will allow promotional competitors to compete in examinations with less time in grade.

These requirements allow for the department to seek qualified internal and external applicants with sufficient work experience to successfully learn the programmatic functions within the CalPERS Investment Office.

Investment Officer II:

Requirements for admittance to the examination for this class include one year of work experience in the California State service performing the duties of an Investment Officer I, Range D; or three years of increasingly responsible investment experience for a public agency or private financial institution, insurance company, pension fund, endowment fund, investment firm, real estate development and investment firm, or other private entity having a major investment management program. Possession of an advanced degree, certification as a Chartered Financial Analyst or other equivalent financial or accounting certification, such as a Certified Public Accountant, may be substituted for one year of the required experience, and State experience applied to the pattern must include at least one year performing the duties of an Investment Officer I, Range D.

There is no change to the amount of required State or external experience required for this class. The breadth of external experience has been expanded to allow for a greater field of applicants from which to recruit.

Investment Officer III:

Minimum Qualifications for this class include one year of experience performing the duties of an Investment Officer II; or five years of increasingly responsible investment analysis experience in a public agency or private financial institution, insurance company, pension fund, endowment fund, investment firm, real estate development and investment firm, or other private entity having a major investment management program. Possession of an advanced degree or a certification such as a Chartered Financial Analyst or other equivalent financial or accounting certification, such as a Certified Public Accountant, may be substituted for one year of the required experience, and experience in the California State service must include at least one year performing the duties of an Investment Officer II.

These requirements are the same as those currently applicable to the Principal Investment Officer, RS; with the exception that no qualifying experience is allowed at the Investment Officer I level. The Minimum Qualifications will allow for the recruitment of candidates with sufficient experience to perform at the advanced journey level.

PROBATIONARY PERIOD:

11. If a probationary period other than six months is proposed, what is the rationale?

It is proposed to establish 12-month probationary periods for all classes within the Investment Officer, PERS, series. All classes meet the criteria for 12-month probationary periods in that work performed by all incumbents is considered professional in nature, requires specialized program knowledge not common within State service, includes assignments where outcomes may not be known for long periods of time, work is performed with great independence, and bears the potential for a grave consequence of error.

STATUS CONSIDERATIONS:

12. What is the impact on current employees?

There is no negative impact upon current employees caused by this proposal. Employees will be reallocated as necessary from existing to new or revised classes with no loss of status or benefits.

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

Incumbents in the Assistant Investment Officer class will be reallocated to the appropriate Range in the Investment Officer I class. Incumbents in Mortgage Investment Specialist I and II will be reallocated to the appropriate class and range based upon their current salary ranges. Reallocation of incumbents will properly allocate incumbents based upon the work performed, and allow for the abolishment of classes that will become extraneous within the departmental classification plan.

The department will examine to fill all positions in the Investment Officer III classification as soon as the class is established.

CONSULTED WITH:

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.

Peter Strom, Cooperative Personnel Services
Marie Powell, Cooperative Personnel Services

C. Salary Analysis

| Class Title: | Schematic Code: | Class Code: |
|---|------------------------|--------------------|
| Investment Officer I, Public Employees' Retirement System | JV 26 | 4656 |
| Investment Officer II, Public Employees' Retirement System | JV 24 | 4671 |
| Investment Officer III, Public Employees' Retirement System | xx xx | xxxx |

1. What are the proposed salary ranges for the subject classes?

| | | |
|---|---------|---------------|
| Investment Officer I, Public Employees' Retirement System | Range A | \$2976 - 3616 |
| | Range B | 3418 - 4155 |
| | Range C | 3957 - 4810 |
| | Range D | 4516 - 5489 |

| | |
|--|---------------|
| Investment Officer II, Public Employees' Retirement System | \$5448 - 6622 |
|--|---------------|

| | |
|---|---------------|
| Investment Officer III, Public Employees' Retirement System | \$6937 - 8433 |
|---|---------------|

2. What classes will the subject classes report to and what are the maximum salaries?

Incumbents at all levels within the class series will report to either Portfolio Managers [PM](\$8067 – 9625) or Senior Portfolio Managers [SPM](\$10,916 – 14,363), depending upon the specific organizational structure of the investment program area.

3. What is the dollar and percentage difference between the maximum salary of the supervisory and subject classes?

| Class | Salary Range | Differential | |
|------------------------------------|--------------|--------------|----------|
| | | Dollars | Percent |
| Investment Officer I, PERS Range D | 4516 – 5489 | \$4136 | 75% PM |
| | | \$8874 | 162% SPM |
| Investment Officer II, PERS | 5448 – 6622 | \$3003 | 45% PM |
| | | \$7741 | 117% SPM |
| Investment Officer III, PERS | 6937 - 8433 | \$1192 | 14% PM |
| | | \$5930 | 70% SPM |

4. If the proposed maximum salaries are either more or less than 10 percent below the supervisor, why?

Recently, certain exempt allocations within the Investment Office of CalPERS were converted to civil service based upon SB 269, Soto, and were allowed to retain the salary rates associated with the exempt appointments. These salary rates are appropriate based upon the private sector or other public sector salary rate comparisons. Thus, the standard salary rate differential common among civil service classes is not applicable to the relationship between the classes within this proposal and their attendant management structure.

5. If the subject classes are supervisory, what classes will be supervised, and what are the maximum salaries?

Not applicable.

6. What is the dollar and percentage difference between the maximum salaries of the subordinate and the subject classes?

Not applicable.

7. If the maximum stop of the proposed salaries is more or less than 10 percent above its subordinates, why?

Not applicable.

8. What existing classes are being compared to the subject classes (e.g., occupational area) and why?

No comparisons were made as there is no change to the base salary rates of the Investment Officer I and II. Investment Officer I combines Assistant Investment Officer and Investment Officer I to form a four-range deep class. Investment Officer II retains its existing salary range.

The salary range proposed for the new class, Investment Officer III, Public Employees' Retirement System, is the same as the existing class entitled Principal Investment Officer, Retirement Systems. Principal Investment Officer is designated managerial and has only three salary steps; the proposed new class will be designated rank-and-file and have five salary steps. The maximum salary rate will be the same. The Principal level class has not been used for quite some time, and the managerial duties described within this class concept are being performed by new civil service, managerial designated classes. Comparability between the proposed Investment Officer III, PERS and the existing Principal Investment Officer are based upon the complexity of technical work assignments, consequence of error when recommending or making investment decisions, full participation in strategic investment and policy making, and enhanced knowledge and skill relative to the specific investment portfolio in which the positions will reside.

9. What are the similarities/differences (e.g., duties, responsibilities, organizational level, minimum qualifications, etc>) of the subject and existing comparisons?

The involvement of incumbents in the proposed Investment Officer III, Public Employees' Retirement System, class in policy development and long term strategic planning, assumption of strong lead and project oversight roles, as well as actual investment determinations are comparable in level of responsibility, complexity and consequence of error as the existing Principal level classification. Therefore, it is deemed appropriate to establish the salary range for this class at the same level as the existing Principal class. The organizational level of the proposed class is comparable to that of incumbents in the Principal class prior to the recent reorganization which exchanged exempt for civil service positions. Minimum qualifications for the new class are comparable to those of the existing Principal class.

10. Are there historical salary ties or considerations? If so, discuss.

There are no other historical salary ties which influence the proposed salary rate of the new class.

11. Why is the proposed salary appropriate?

The Investment Officer III class is the highest non-managerial class in the class series, as well as the hierarchical structure in the CalPERS Investment Office. High levels of autonomy to make investment decisions, complexity of decision-making, strong internal and external leadership capabilities, ability to form partnerships and provide team oversight, and responsibilities for training and team functions support the establishment of the salary rate for this class. Incumbents provide the daily "inside" leadership while higher level managers are involved in "outside" or program specialty issues.

12. What Work Week Group are you proposing and why?

It is proposed to align the Investment Officer III, Public Employees' Retirement System, class with Work Week Group "E", as the work performed is professional and employees are accountable for their work products and recommendations. This Work Week Group designation matches Investment Officer I and II, Public Employees' Retirement System, the other professional classes within the class series.

CALIFORNIA STATE PERSONNEL BOARD

INVESTMENT OFFICER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Series Specification
(Established June 2, 1970)

SCOPE

This series specification describes three classifications used in the Public Employees' Retirement System (CalPERS) for positions performing analysis, research, and oversight work involved with the management of CalPERS investment programs.

| Schem Code | Class Code | Class |
|---------------|---------------|---|
| JV26 | 4656 | Investment Officer I, Public Employees' Retirement System |
| JV24 | 4671 | Investment Officer II, Public Employees' Retirement System |
| xxxx | xxxx | Investment Officer III, Public Employees' Retirement System |

DEFINITION OF SERIES

Incumbents holding positions in these classifications perform a wide variety of analytical, research, oversight, asset allocation, and risk management work involved in the evaluation, acquisition, management, and sale of CalPERS investments, including domestic and international equities, fixed income assets, real estate, and private equity investments. Within an assigned area of responsibility incumbents gather information from a variety of sources, including investment periodicals, market reporting services, trade magazines, consultants, and broker dealers to develop and maintain current knowledge of investment market conditions and trends; search for new investment opportunities that would add value to the CalPERS portfolio; develop investment policies, strategies, benchmarks, and procedures; gather information on potential investments from a variety of sources, analyze their value and risk, and determine their consistency with established investment objectives and criteria; execute or assist in the execution of investment trades, transactions, and transfers; develop buy and sell

recommendations and entry and exit prices for specified investments; use forecast models and sophisticated quantitative methods to accomplish a variety of investment forecasting, valuation, risk assessment, and tracking tasks; monitor existing investments for consistency with established benchmarks and objectives; review a variety of financial reports, official filings and other information on prospective and current investments; exercise CalPERS voting rights as an equity owner and help plan and pursue a variety of initiatives to improve the governance and profitability of corporations represented within the CalPERS portfolio; and review asset allocations and risks within the CalPERS portfolio and recommend changes to correct departures from established allocation and risk parameters.

Incumbents may also assist in recruiting and selecting external investment managers; assist in developing investment plans and objectives for external managers; monitor external investment manager performance for compliance with established parameters for investment type, return, and risk; discuss investment issues and problems with external investment managers and recommend appropriate action, including external manager termination when problems are not resolved; seek and help select external partners for real estate and private equity investments; evaluate and perform due diligence review of potential investment partnerships; structure, negotiate, and revise partnership agreements, seeking legal counsel as needed; monitor performance of investment partners, making on-site visits as appropriate; approve investment partners' plans and approve capital calls from partners; oversee management of environmental and regulatory risks associated with partnership investments; serve on oversight committees for partnership investments, consult with partners on investment issues and problems, and recommend action when problems are not resolved; determine appropriate time for CalPERS departure from real estate and private equity investments; assist in the recruitment and selection of investment consultants; seek investment guidance from consultants and review and report consultant findings and recommendations; and draft or analyze legislative and regulatory proposals affecting CalPERS investment programs.

Incumbents may also prepare a variety of written, statistical, and financial reports, including Investment Committee agenda items, special project reports, reports on investment performance, and correspondence; establish and maintain investment data bases and prepare spreadsheets and other presentations of investment information; review and reconcile various reports on investment transactions and performance; make presentations to CalPERS management, the Board of Administration, Investment Committee, and various other internal and external groups; help plan and present investment workshops; represent CalPERS in a variety of formal and informal settings; answer questions and provide consultation and training within assigned area of expertise; provide leadership, including training, mentoring, project direction, and work coordination for student assistants and other investment officers; establish and maintain effective working relationships with appropriate members of the external

investment community, including broker dealers, investment custodians, financial institutions, and investment consultants; and perform other related duties.

ENTRY LEVELS

Entry to this series may be at any level in the series.

FACTORS AFFECTING POSITION ALLOCATION

The level, variety, and complexity of assigned investment analysis, research, and oversight work; independence of action and decision making authority; responsibility for portfolio management, including decision making for the acquisition and sale of investment assets; and leadership provided, including training, mentoring, project direction, and work coordination.

DEFINITION OF LEVELS

INVESTMENT OFFICER I, PUBLIC EMPLOYEES' RETIREMENT SYSTEM

This is the entry, developmental, and first working level. At the lower entry levels in this class, incumbents work under supervision performing less complex investment work. As they gain skill and knowledge within their assigned area through the assignment of increasingly responsible and complex work, they are expected to develop the proficiency needed to assist in an increasingly broad variety of investment analysis, research, and oversight work under general supervision.

INVESTMENT OFFICER II, PUBLIC EMPLOYEES' RETIREMENT SYSTEM

This is the full working level. Under direction, and within an assigned area of responsibility, incumbents perform a full range of average to difficult investment analysis, research, and oversight work, leading to recommendations on a variety of investment actions, including the purchase or sale of investment assets and the selection and management of external investment managers and partners. Incumbents at this level may direct the work of student assistants and interns, and may train other investment officers on subjects within their area of expertise.

INVESTMENT OFFICER III, PUBLIC EMPLOYEES' RETIREMENT SYSTEM

This is the advanced working and lead level. Under direction, incumbents perform duties that are distinguished from those of lower level investment officers by either (1) an unusually high level of authority to make decisions on the sale and purchase of investments, or (2) significant responsibility for training and coordinating the work of lower level investment officers in a setting where a combination of the size of staff, variety and complexity of the work, and external

time demands on the assigned Portfolio Manager requires a lead person for day-to-day coordination, work review, and training.

MINIMUM QUALIFICATIONS

ALL LEVELS

The following education is required when non-California state service experience is used to qualify at any level.

Education: Equivalent to graduation from college, preferably with major work in business administration, economics, finance, mathematics, or a closely related field.

INVESTMENT OFFICER I, PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Either I

Six months of professional experience performing investment analysis or closely related work for a public agency or private financial institution, insurance company, pension fund, endowment fund, investment firm, real estate development and investment firm, or other private corporation or entity having a major investment program. (Experience in the California state service applied toward this pattern must be at least at the Staff Services Analyst, Range A level.)

Or II

Completion of a student internship involving at least 500 hours of investment analysis work involving the management of a large equity, fixed income, real estate, and/or private equity portfolio.

Or III

Possession of a master's degree with major work in business administration, economics, finance, mathematics, or a closely related field.

INVESTMENT OFFICER II, PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Either I

One year of experience in the California state service performing the duties of an Investment Officer I, Public Employees Retirement System, Range D.

Or II

Experience: Three years of increasingly responsible investment analysis experience for a public agency or private financial institution, insurance company, pension fund, endowment fund, investment firm, real estate development and investment firm, or other private corporation or entity having a major investment management program. (Possession of an advanced degree in one of the fields included above in the education requirement, or a closely related degree; or certification as a Chartered Financial Analyst or other equivalent financial or accounting certification, such as a Certified Public Accountant, may be substituted for one year of the required experience.) (Experience in the California state service applied toward this pattern must include at least one year performing the duties of an Investment Officer I, Range D.)

INVESTMENT OFFICER III, PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Either I

One year of experience in the California state service performing the duties of an Investment Officer II, Public Employees' Retirement System.

Or II

Experience: Five years of increasingly responsible investment analysis experience for a public agency or private financial institution, insurance company, pension fund, endowment fund, investment firm, real estate development and investment firm, or other private corporation or entity having a major investment management program. (Possession of an advanced degree in one of the fields included above in the education requirement, or a closely related degree, or certification as a Chartered Financial Analyst or other equivalent financial or accounting certification, such as a Certified Public Accountant, may be substituted for one year of the required experience.) (Experience in the California state service applied toward this pattern must include at least one year performing the duties of an Investment Officer II, Public Employees' Retirement System.)

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Investment principles and practices; investment types and the markets and procedures for their purchase and sale; methods and sources of

information for analyzing and valuing investments and assessing investment market trends; economic trends, principles, and practices; business organization and practices; accounting principles and practices; statistical and mathematical methods used in the analysis of investments; and computer applications used in investment analysis and modeling.

Ability to: Gather and analyze a wide variety of investment, financial, and statistical data and reach sound conclusions on the value and suitability of investments; maintain current knowledge of investment market trends and developments; apply a variety of investment analysis techniques, including quantitative methods; critically review investment and financial data, paying close attention to detail; review and understand financial statements; compile, organize, interpret, and present written and numerical data; prepare clear and concise written correspondence and reports; make effective presentations; work effectively under pressure and meet deadlines; and establish and maintain cooperative relationships with those contacted in the course of work, including representatives of investment firms and financial institutions, investment partners and external investment managers, consultants, and other CalPERS staff.

INVESTMENT OFFICER II, PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Knowledge of: All of the above, and principles of portfolio construction and management; investment styles and strategies; legal and regulatory provisions affecting investment programs and transactions; methods of assessing and managing investment risk; and capital markets and investment financing.

Ability to: Provide comprehensive and definitive recommendations on investment action, based on sophisticated investment analysis techniques; negotiate investment transactions, agreements, and fees; find, evaluate, and develop new and innovative investment options and strategies that will add portfolio value; manage competing priorities and work effectively without close supervision; and help prepare and present agenda items to the investment committee of the Board of Administration.

INVESTMENT OFFICER III, PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Knowledge of: All of the above, and a highly developed knowledge of the investment types, styles, strategies, and analytical procedures within an assigned area of investment responsibility.

Ability to: All of the above, and manage an assigned investment portfolio within prescribed objectives, and identify and effectively execute the trades and transactions needed to comply with established standards for investment type, exposure, risk, and return; and provide leadership to lower-level investment

officers, including organizing and reviewing work, directing projects, mentoring, and training.

SPECIAL REQUIREMENTS

Must be able to qualify for a Surety Bond.

CLASS HISTORY

| Class | Date Established | Date Revised | Title Changed |
|---|---------------------|-----------------|------------------|
| Investment Officer I, Public Employees' Retirement System | 05/16/52 | | |
| Investment Officer II, Public Employees' Retirement System | 06/30/70 | | |
| Investment Officer III, Public Employees' Retirement System | xx/xx/04 | | |

ALTERNATE RANGE CRITERIA

INVESTMENT OFFICER I, PUBLIC EMPLOYEES' RETIREMENT SYSTEM

When an employee enters State service in the class of Investment Officer I, Public Employees' Retirement System, the employee shall be appointed to the appropriate range in accordance with the following criteria. When the requirements for the particular criteria are met and upon the recommendation of the appointing power, the employee shall be moved to the appropriate rate in the higher salary range in accordance with Department of Personnel Administration Rule ____.

Range A: This range shall apply to incumbents who do not meet the criteria for a higher range.

Range B: This range shall apply to persons who have either (1) satisfactorily completed six months of service at Range A; or (2) twelve months of professional investment analysis experience for a public agency or private financial institution, insurance company, pension fund, endowment fund, investment firm, or other private corporation or entity having a major investment management program.

Range C: This range shall apply to persons who have either (1) satisfactorily completed six months of service at Range B; or (2) 18 months of professional investment analysis experience for a public agency or private financial institution, insurance company, pension fund, endowment fund, investment firm, or other private corporation or entity having a major investment management program.

Range D: This range shall apply to persons who have either (1) satisfactorily completed six months of service at Range C; or (2) 24 months of professional investment analysis experience for a public agency or private financial institution, insurance company, pension fund, endowment fund, investment firm, or other private corporation or entity having a major investment management program.

Note: A master's degree with major work in business administration, economics, finance, mathematics, or a closely related field may be substituted for one year of the required experience under option (2) for any of the above ranges.